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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Weekly Activity Report

DATE: 21 May 1953

1. GENERAL(a) Agency Regulations (continued item)

Continued

Progress is being made on the writing of regulatory issuances.

(b) Central Processing Branch - Passenger Branch (continued item)

Negotiations between this Office, Personnel, and O&M are still being conducted in an effort to resolve the problem concerning duplication of work and functional responsibilities of these two branches.

(c) Status of Slotting Against New T/O (continued item)

Slotting of employees against the new T/O is 85% complete.

(d) Career Service Board (new item)

Negotiations are under way for designation of Logistics Office Career Service Board responsibility for employees on other Agency T/O's who are performing duties in the Logistics field.

N.I. 2. PROJECTS AND STUDIES IN PROGRESS25X1C4e (a) Use of [REDACTED] Bills of Lading (continued item)

A meeting was held in the Logistics Office on Monday, 18 May, between representatives of this Office and the Comptroller's Office to implement the proposal for use of [REDACTED] Bills of Lading. 25X1C4e

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Upon receipt of security clearance for the Director of [REDACTED] the above mentioned representatives will meet with him to work out necessary details. The Comptroller's Office anticipates approval by [REDACTED].

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(b) Internal Security (continued item)

The O&M service has completed a study on internal security procedure and have submitted a proposed Logistics Office instruction to place it in effect.

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(c) Covert Vehicle Branch (continued item)

Study is still being conducted by the O&M Staff.

(d) Basic Logistics Course (new item)

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Commenced evaluation of outline of Basic Logistics Course to be given in Supply Division (3 weeks) and at [REDACTED] (2 weeks).

3. OTHER ITEMS OF INTEREST

(a) Classification of Logistics Positions (complete item)

Collaboration has continued with the representatives of the Classification Division in resolving the final grade of the "doubtful cases", the positions which had temporarily been given dual grades on the new T/O.

(b) Training Coordinators (complete item)

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Training Coordinators were identified in each division to represent their organizations in the establishment of training policy and programs, the determination of training requirements, and the selection of personnel to attend announced courses.

(c) Training Budget Requirements (new item)

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n.b.  
Received request from Office of Training to compile Logistics Office training requirements for FY 1954 and FY 1955 for which OT must budget. Meeting of Division training coordinators was held 21 May to answer questions and provide instruction relative thereto.

5. MAJOR OBJECTIVES

(a) Career Service Program (continued item)

No change.

(b) Logistics Office Training Program (continued item)

No change.

(c) Identification of Logistics Positions (continued item)

No change.

[REDACTED]  
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